



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

September 16, 2005

CCS Information Notice No.: 05-14

TO: ALL CALIFORNIA CHILDREN SERVICES (CCS) COUNTY
ADMINISTRATORS, CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: INSTRUCTIONS AND INVOICE FORMS – DIAGNOSTIC, TREATMENT,
AND THERAPY EXPENDITURE REPORTING

The CMS Branch has updated the forms and instructions for the Quarterly Report of Expenditures for Diagnostic, Treatment, and Therapy (DDT) for the CSS Program.

The invoice forms enclosed are in Microsoft Excel. Instructions on how to complete these forms have been provided with this notice. These forms should be used in place of the old forms provided to counties in Numbered Letters 33-1293 and 35-094; however, the definitions and program requirements outlined in these Numbered Letters still apply.

The invoices have specific fields for completion by the county. There are some fields on the invoices that cannot be changed without the use of a specific password. Totals, subtotals and other calculation fields are shaded. The shaded fields are formula driven to calculate based upon the specific data that is entered by the county.

If you have any questions, please contact your Regional Administrative Consultant.

Original Signed by Marian Dalsey, M.D., M.P.H.

Marian Dalsey, M.D., M.P.H., Acting Chief
Children's Medical Services Branch

Enclosures